***Email 2 weeks prior to the start of each term***

Term-by-term, the Instructional Standards and Procedures (ISP) Committee reviews all instructional standards and procedures to bring changes, revisions, and additions to the attention of College Council for adoption, and to provide all division offices with current adopted instructional standards and procedures.

Before the next term begins, the ISP Committee would like to remind you of some important instructional standards that will help ensure successful class experiences for students and instructors.

The following instructional standards may be most relevant to you as you place the final planning touches on upcoming classes. The ISP Manual containing full descriptions of the following instructional standards and their accompanying procedures can be found [online](http://webappsrv.clackamas.edu/committees/ISPC/index.aspx?content=manual&al=true&title=ISP_Manual).

**ISP 150 Online Courses**

Establishes the standards for online courses, aiming for best practices and effective teaching and learning. Especially important are the ideas of designing, starting, communicating within, managing, and improving the course.

**ISP 160 Course Outline and Course Syllabus Information**

Establishes parameters for both the course outline, which aligns the course with accreditation requirements, and the course syllabus, which provides information about course content and operation for students so the instructor and students have a mutual understanding of performance expectations and learning outcomes.

**ISP 164 Cancellation of Individual Class Sessions**

Establishes guidelines for class meeting(s) cancellations.

**ISP 190 Academic Honesty**

Defines academic honesty and lists options for instructors to consider when violations occur.

***Email 2 weeks after the start of each term***

Term-by-term, the Instructional Standards and Procedures (ISP) Committee reviews all instructional standards and procedures to bring changes, revisions, and additions to the attention of College Council for adoption, and to provide all division offices with current adopted instructional standards and procedures.

As the term progresses, the Instructional Standards and Procedures Committee would like to remind you of some important instructional standards that will help ensure a successful class experience for students and instructors.

The following instructional standards may be most relevant to you as you teach through this term and look toward the next. The ISP Manual containing full descriptions of the following instructional standards and their accompanying procedures can be found [online](http://webappsrv.clackamas.edu/committees/ISPC/index.aspx?content=manual&al=true&title=ISP_Manual).

**ISP 170 Textbook and Instructional Materials Adoption**

Establishes guidelines for adoption of textbook and instructional materials.

**ISP 350 Credit Hour Policy Standard**

Defines parameters for course credits.

**ISP 360 Credit for Prior Learning**

Awards credit for College courses for experiential learning acquired outside the College. The general philosophy of the College is to make as many courses open to Credit for Prior Learning (CPL) as possible. Credit, wherever offered and however delivered, is based on documented student achievement and awarded in a manner consistent with other college policies.

*Please also see ISPs 360A Non-Challengeable Course List and 360P Credit for Prior Learning Procedure.*

***We still need to follow up with ARC regarding:***

**ARC 641 Service Animals**

**ARC 642 Personal Audio & Video Recording**